

Defense Travel System

The seal of the Defense Travel System is a circular emblem. It features a light blue globe with white grid lines. Overlaid on the globe is a bald eagle with its wings spread, facing left. The eagle's chest is covered by a shield with vertical stripes. The words "DEFENSE TRAVEL SYSTEM" are written in a grey, serif font along the top arc of the circle. Two yellow lightning bolts are positioned on the left and right sides of the globe. A laurel wreath is at the bottom of the circle.

APC Conference

MARCH 2004

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Asst Program Manager
OPNAV N41



~~DTS is Coming~~



Here





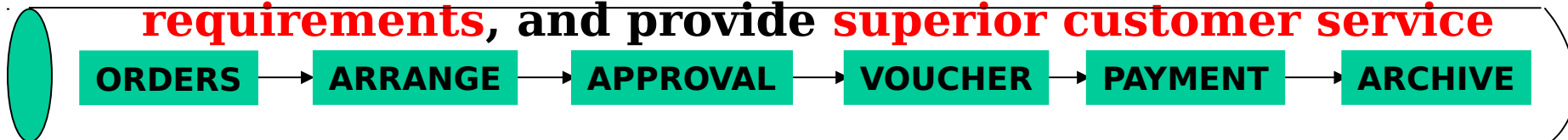
Program Background



- **National Performance Review - Sep 1993 -- Call for overhaul of entire DoD travel system**
- **DoD Travel Reengineering Task Force - Jan 1995 -- DoD travel system is fragmented, inefficient, expensive to administer, and occasionally impedes mission accomplishment**

- *DTS Vision*

A seamless, paperless, temporary duty travel system that meets the needs of travelers, commanders, and process owners. It must **reduce costs, support mission requirements, and provide superior customer service**



Fully integrated end-to-end travel & financial management system for



Benefits Realized



Traveler

- Simplification of Regulations
- Easier Access
- Paperwork Reduction
- Online Reservations
- Provides Detailed Entitlements Prior to Starting Travel
- Authorization in 15 Min., Vouchers in 5 Min.,
- Reimbursement in 2-3 Days



Benefits Realized



Commanders, Administrators, Authorizing

- Improved Mission Support
- Simplification of Regulations
- Decentralizing Travel Approval
- Automated Policy Checks
- Paperwork Reduction
- Electronic Routing
- Online Reservations
- Workload Reduction Cost Savings



Benefits Realized



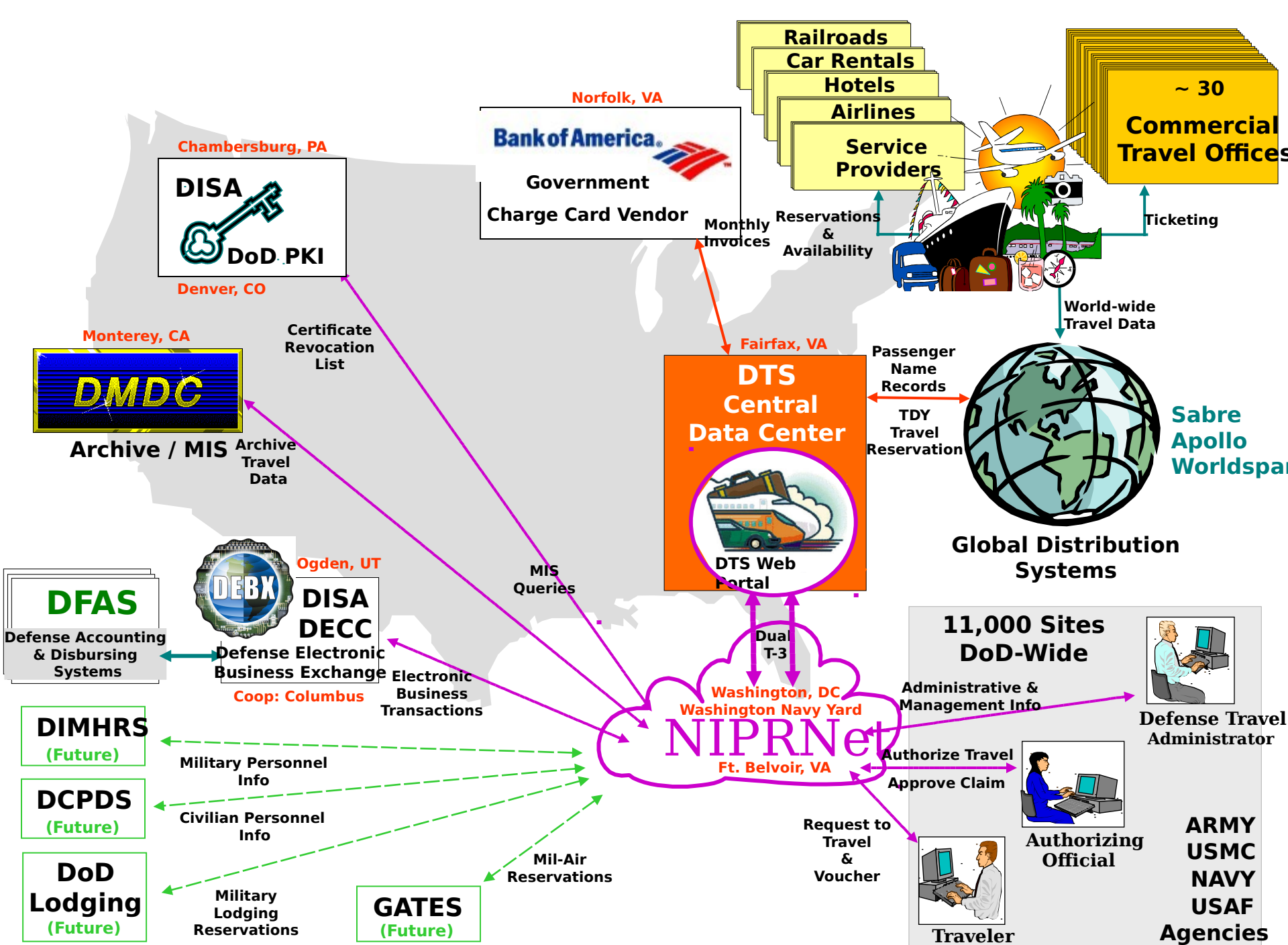
Component Services/DoD Agencies

- Improved Mission Support
- Potential Cost Savings
- **More time “defending the nation”**

Defense Travel System

Authorization And Voucher Process







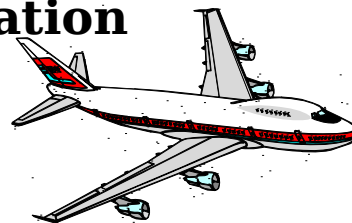
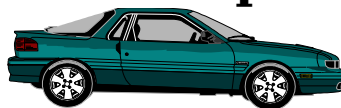
DTS Travel Authorization



**Traveler/Admin
inputs
travel orders in PC**



**Interface with CTO
for lodging, rentals
transportation**



**Authorizing
Official
approves
electronically**



**ATM advance
as required**

TDY



**Traveler receives
completed order;
prints as needed**



Ticketing



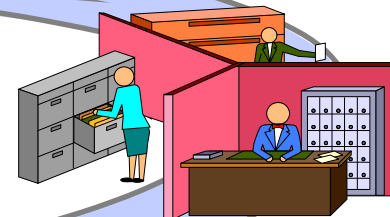
DTS Voucher Process



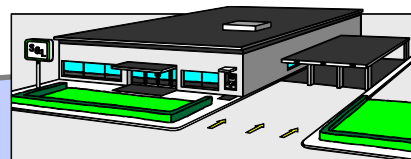
**Traveler enters
SSN, finishes
voucher**



**Management
Reviews, approves,
& certifies**

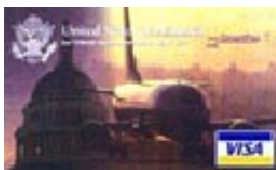


**Electronically
sent to disbursing
for processing**



**Funds sent EFT
to bank/credit union
or "split" pays to
charge
card vendor**

**Traveler pays
balance of bill**



Defense Travel System





Current DTS Fielding Concept

(How to deploy to over 11,000 sites?)



FY	2002	2003	2004	2005	2006	2007
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2001

OA

- Operational Assessment at Ellsworth AFB, SD
- Demonstrated operational suitability in a real-world environment
- PMO-DTS funded

PHASE I

- Pilot Sites
- Refines and tailors processes for service and agency uniqueness
- PMO-DTS funded

PHASE II

- Primary sites (~250): > 80% of DoD travel volume
- Will include ~1200 Phase III tenant/co-located sites

PHASE III

- PMO-DTS funded
- 8800 < 100 people; 1300 between 100-500; 600 > 500
- Services/Agencies fund fielding effort
- PMO-DTS provides toolkit, guidance, and contract vehicle to support fielding



Site Fielding



EVENT	PURPOSE	SITE PARTICIPANTS
CV Command Visit	Executive overview and buy-in	Commanders, site leadership
BP Business Processes	A general reengineering effort to - Define current "as is" process/rules Create "to be" DTS process/rules	Site functional leads: finance, transportation, personnel...
DTA Defense Travel Administration Training	Train the site lead and organizational DTA personnel how to use and administer DTS (4-day course)	Lead and organizational DTA's
Setup	Populate all required data into DTS and automate business rules	Lead and organizational DTA's
LPV Live Process Verification	Ensure end-to-end system is working prior to full operational use at site	Lead and organizational DTA's
IOC Initial Operating Capability	Site begins using DTS	Site DoD personnel
CS Customer Support	Period of time after IOC when on-site support is provided by the PMO	Lead and organizational DTA's



Current Fielding Schedule

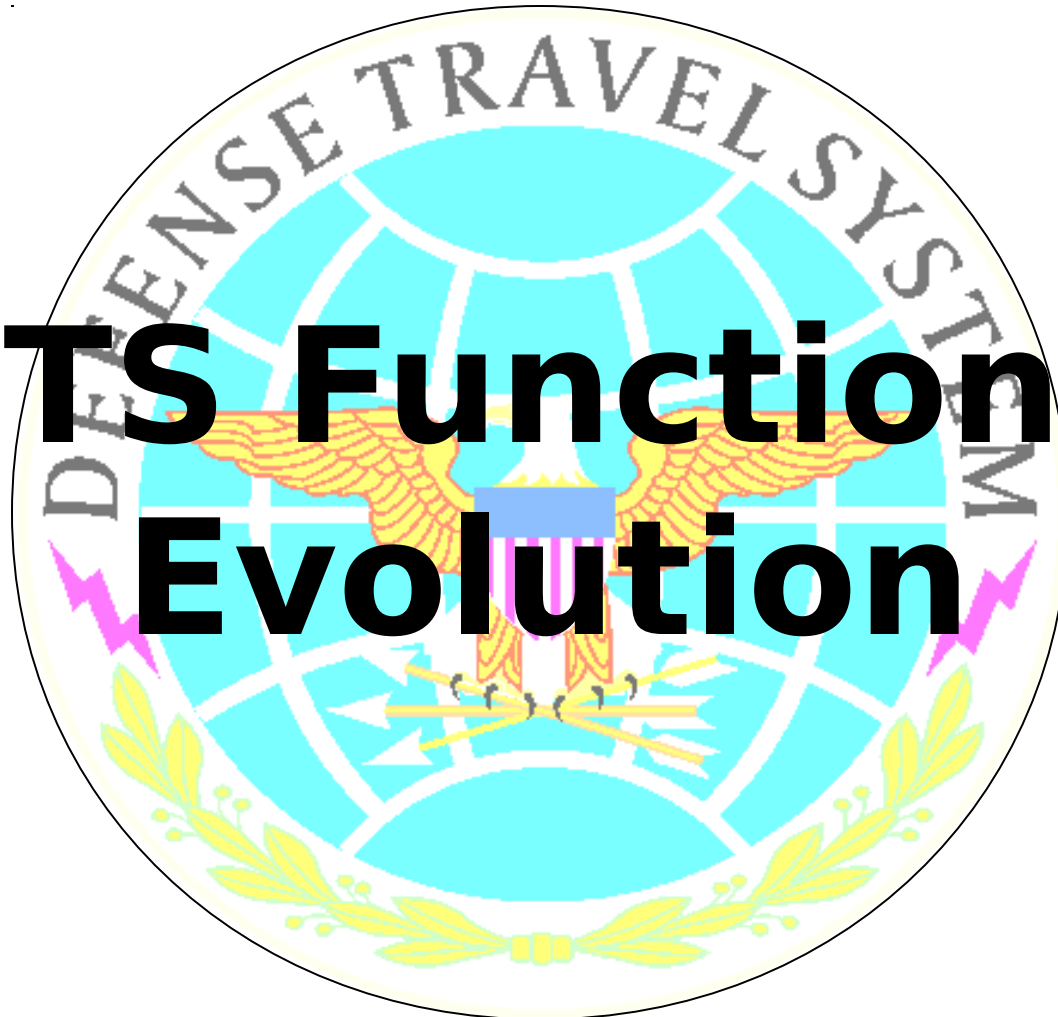


◆ *FY04*

- Washington Navy Yard (10 commands IOC 5 Dec 03)
- Pearl Harbor (20 commands IOC 6 Feb 04)
- Norfolk (30 commands IOC 20 Feb 04)
- Mechanicsburg (10 commands IOC 19 Mar 04)
- Monterey (4 commands IOC 26 Mar 04)
- San Diego (11 commands IOC 2 Apr 04)
- Naval Academy (15 commands IOC 9 Apr 04)
- Pensacola (TBD IOC 14 May 04)
- Philadelphia (TBD IOC 11 Jun 04)
- Jacksonville (TBD IOC 20 Jul 04)
- Great Lakes (TBD IOC 20 Aug 04)
- Whidbey Island (TBD IOC 3 Sep 04)

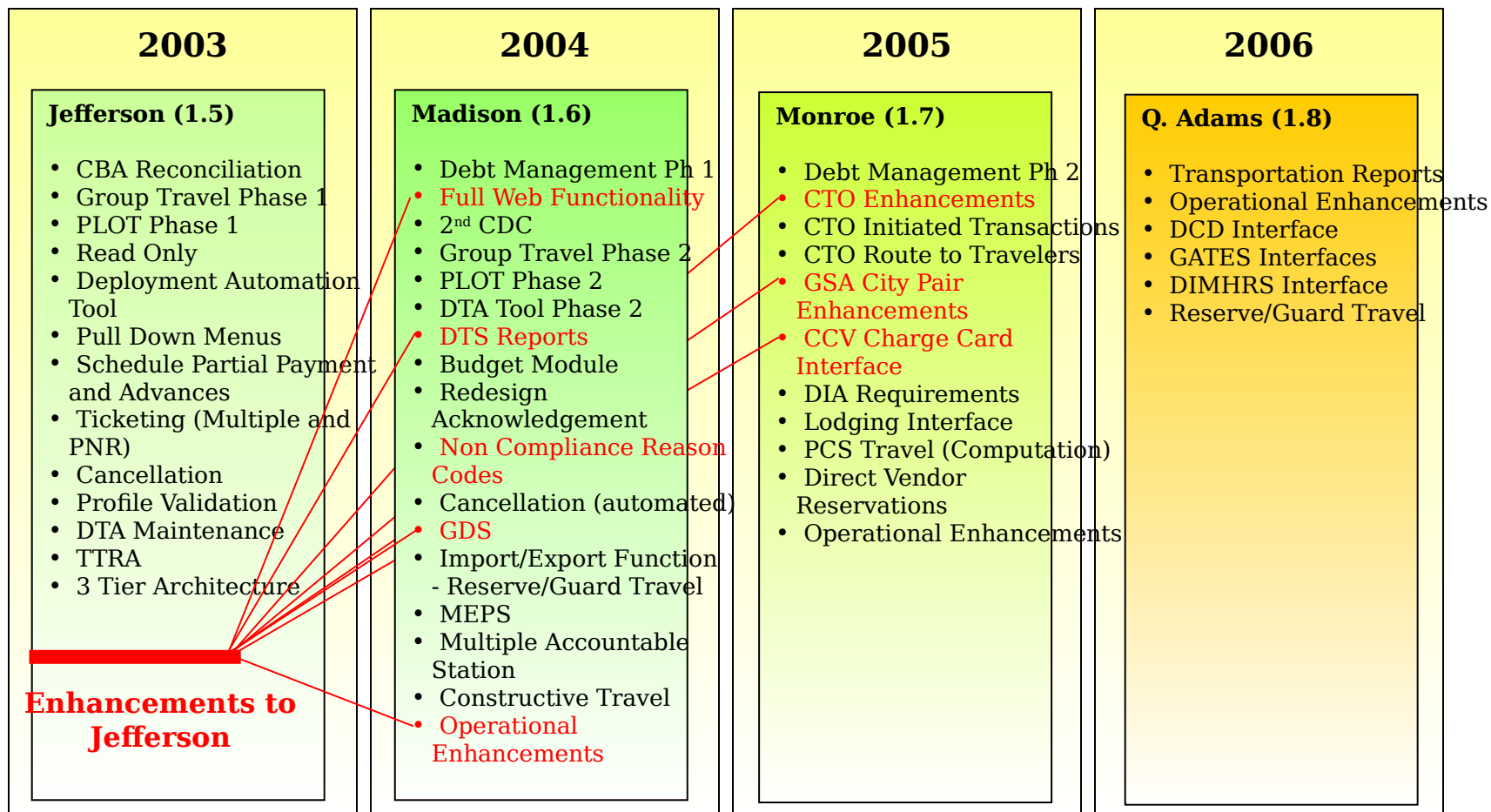
Defense Travel System

**DTS Functional
Evolution**





Future Development Plan





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Questions?



- ☐ **Worldwide Web:**
www.defensetravel.osd.mil
- ☐ **Navy Website- address not known**